

BOXFORD PARISH COUNCIL

MINUTES of the ANNUAL MEETING

held on Tuesday 26th May 2026 at 7.00p.m. in the Village Hall, Boxford.

PRESENT: Cllrs C Parr, C Lawson, H Watts, J King, and A Troke. Z Rumsey (Clerk). CCllr Robert Lindsay, 10 members of the public.

As apologies were received from Cllr Warren, it was voted and resolved that Cllr Parr chair the meeting.

1. Election of Chair

Cllr Warren previously advised that he would continue to stand as Chair, this was voted and resolved.

2. Election of Vice Chair

It was resolved to carry this item over to the next meeting.

3. Co-option of new Councillors

It was previously suggested that new members should be met with prior to co-option. As Cllr Warren was unable to arrange a suitable meeting time prior to the meeting, it was resolved to postpone the co-option of new councillors until next month's meeting.

4. Apologies of Absence:

Cllr D Warren (Chair) and C Jackson, DCllr Hurren. It was resolved to accept the apologies.

5. Declarations of Interest by Councillors:

None received.

6. Approval of Minutes of 28th April 2026:

It was resolved to accepted the minutes as correct and these were signed by the Chair.

7. Matters Arising from the Minutes:

The grass has been cut on School Hill but not enough to restore the pathway width. This will be mentioned to the contractor. **Action:** Cllr Warren.

Contact will be made with DCllr Hurren to request that the Goodlands developer returns the sign, the fence re-erected at the back of the car park and to ask what is happening to the land that looks overgrown to the right of the development, which is assumed the developer's land. **Action:** Clerk

8. Public Participation- Views / Questions from the Public:

A resident updated the PC on the correspondence received from BDC regarding Primrose Walk. It was suggested that an email be sent to DCllr Hurren to ask where are the legal department in getting the land transferred, have the owners of the land agreed to transfer to the Woodland Trust? **Action:** Clerk

It was request that CCllr Lindsay look into the repainting of the existing white and yellow lines in the village, this has been ongoing for some time. **Action:** CCllr Lindsay

It was also asked how parking is policed? It was requested that an email be sent to DCllr Hurren to ask what was the frequency of parking wardens in the village for each of the past 3 months, together with any notices issued? **Action:** Clerk

9. Presentation from Playing Fields Committee

Members of the playing field committee gave a presentation on the ideas being put forward to improve the playing field area to make suitable for all weathers and ages and a variety of sports.

10. District Council Report:

No report was received from DCllr Hurren.

County Council Report:

CCllr Lindsay sent the attached report prior to the meeting. CCllr Lindsay introduced himself as the newly elected County Councillor for the Cosford District.

Boxford 20mph Scheme, it was asked that pressure be put on the Highways engineer to respond to the PC response regarding the initial report that was received following the onsite meeting. CCllr Lindsay reported that Highways need to be reassured that funds are available or the PC are willing to look into funding before expensive design works are completed.

Proposed yellow lines, no update but will chase.

Hadleigh to Sudbury bus, contracts are being reviewed, they have to meet targets to continue with funding.

Improvement of safety features relating to the crossing point of Stone Street and the A1071 should be considered as a CC Highways responsibility. **Action:** CCllr Linday & Cllr Parr

11. Review of previous action points:

None.

12. To consider annual subscription to SALC:

It was resolved to renew the subscription with SALC.

13. Finance:

a) *RFO Report*

22nd April 2026 Opening Bank Balances: £135,145.23

Income:

£8,221.52 VAT return payment

£8,221.52 Total

The following pre-agreed payments paid: -

Date paid	Payee	Amount	Details
27/04/2026	Freethought	£391.68	Microsoft subscription
	BT Payphones	£1.00	Adoption of Red Kiosk
30/04/2026	Zoe Rumsey	£477.81	Clerks Salary
	Unity Bank	£7.00	Bank Fee
19/05/2026	Starboard Systems	£27.60	Scribe Cemetery
	Boxford Village Hall	£41.00	Hall hire
	HMRC	£146.43	PAYE
	Mortimer Contracts	£1,548.00	Public Realm contractor
20/05/2026	E.ON	£31.50	Bell House Electricity

The sum of the payments: **£2,672.02**

20th May 2026 Closing Bank balances:

Community Account £57,773.49

Deposit Account £34,843.31

Reserve Account £48,077.93

Total **£140,694.73**

Opening balance + Income - Outgoings £140,694.73

b) *Authorise payments*

SALC £541.22 – It was resolved to approve the payment

c) *Consider Internal Auditors report and make comments to recommendations*

1. (page 3) The Council should note that in March 2025 NALC updated Model Standing Order section 18 and 14... Could should aim to adopt these updated Standing Orders as soon as possible. The Clerk made comment that the updated SO's were adopted in Oct 2025 so believes that this comment is wrong.
2. (page 4) Council should seek to address the outstanding audit comment and evidence within the minutes the actual budget being set... Noted, the Clerk will ensure comments are made in next years minutes.
3. (page 20) Expand minutes to demonstrate the impact that the precept would have on a band D dwelling. Noted, the Clerk will ensure this is added to next years minutes.
4. (page 20) Loose leaf minutes to be numbered consecutively and signed by Chair. The Clerk made comment that the pages are numbered and each page of the physical minutes are initialled and signed by the Chair. An electronic signature will be added to the online minutes.

d) Approve Section 1 of the AGAR for the year ending 31st March 2026

It was resolved to approve Section 1 of the AGAR and these were signed by the Chair and Clerk.

e) Approve Section 2 of the AGAR for the year ending 31st March 2026

It was resolved to approve Section 2 of the AGAR and these were signed by the Chair and Clerk.

f) Approve Explanation of Significant Variances where required

It was resolved to approve explanations.

g) Approve CIL annual Return 2025/26

It was resolved to approve Annual CIL Return and this was signed by the Chair and Clerk.

14. Planning:

a) Report on Decisions from the Planning Authority

DC/26/00574 6 Brook Hall Road - Grant

DC/26/01523 2 The Causeway - Raise no Objections

DC/26/00411/00412 Box House, Swan Street – Grant

b) Consider the following items: -

DC/26/01761 - Willow Cottage, 32 Stone Street, Boxford – Planning Application. Amalgamation of 2no semi-detached cottages into one dwelling, including the demolition of rear additions and construction of a single storey rear extension. Replacement windows and the relocation of entrance doors. One new rooflight. Air source heat pump replacing oil boiler. Rear terrace and landscaping.

DC/26/01762 - Willow Cottage, 32 Stone Street – Application for Listed Building Consent. Amalgamation of two listed semi-detached cottages into one dwelling, including the demolition of the existing rear additions and the construction of a new single storey rear extension. Replacement windows and the relocation of entrance doors. One new rooflight. Minor internal layout alterations. Air source heat pump system in place of oil boiler system. Rear terrace and landscaping.

It was resolved to raise no objection to both applications.

c) Any other urgent planning matters:

None

d) Other comments made

It was requested that the Planning department be contacted to ask for status update regarding the application for The Fleece.

15. Annual Review of documents and policies

a) Asset Register

Cllr Parr informed the Councillors that the asset insurance values have been reviewed resulting in an increase for insurance purposes to £118,079.49. It was resolved to approve the asset register. **Action:** Clerk to notify insurers and check public liability covers

16. Update on 20mph speed limit

Councillors are still waiting on a response from the Highways Engineers, although costings have been received, there are elements that do not reflect on what was initially discussed. It was commented that the PC should start to look at funding.

17. Adoption of red kiosk

The Clerk advised that contracts have now been signed and the PC are now owners of the red kiosk outside the White Hart pub, for the cost of £1. It was previously suggested that the defib from The Fleece be moved to the kiosk but it was not clear who this belonged to. This will need to be looked into or costs out forward to purchase a new defib.

18. Clerks Correspondence

None

19. Member's Reports

Cllr Parr informed the meeting suggestions have been put forward to the Church at their Annual Parish Church meeting regarding enhancing facilities. This is being looked into. A response has still not been received from the diocese regarding the car park.

Feedback has been received regarding the Annual Parish Meeting; it was felt that the meeting was rushed and did not work; it was commented that it may not have been a good idea to hold on the same evening as a PC meeting. Views are to hold another meeting later in the year to give those that gave a report the chance to speak.

20. Date of next meeting – Tuesday 23rd June 2026

The Chair declared the meeting closed at 20.53.

Signed.....

Date.....

